

BUSINESS OBJECTS WORKGROUP &
AGENCY SECURITY ADMINISTRATORS MEETING
JULY 17, 2008

AGENDA

General Security Issues

1. Welcome / Introduction (Jane)
2. Meeting format changes (Jane)
 - a. Time / Frequency / Format
 - b. Combine the ASA general meeting and BO workgroup
3. Update on Accounting Consolidation (Jane)
4. Updates on the security website (Cindy)
 - a. Updated the B.O. Corporate Document Listing (*see handout*)
 - b. Reorganization of the ASA Meeting Notes (*see handout*)
 - c. Other
5. C&PE Annual Access Review (Cindy)
6. MIDB Statewide User Annual Certification (Cindy & Art)
 - a. Certifications will be delivered to ASA via ID mail
 - b. Statewide Access query (*see handout*)
7. Updates on Business Objects (Art/Jane)
 - a. Old version died (Art)
 - b. Forms responsibility changes (Jane) (*see handout*)
8. Other comments

Special Security Topics

1. Department of Corrections Regionalization issues (Bidhan)
2. ADPICS Approval Path (Cindy / Jennifer-DEQ / Kevin)

Business Objects Reports (*see handout*)

1. MAIN FACS: SEC25 (Clearaccess RACF07) - Users with multiple RACF IDs (Cindy)
2. RSTARS: SEC29 (Clearaccess RSTARS08) - Summary of RSTARS Security (Cindy)
3. ADPICS:
 - a. SEC03 (Clearaccess ADPICS07) - Initiating Dept Appr Paths (Kevin)
 - b. SEC13 (Clearaccess ADPICS06) - ADPICS Approval Paths by Purchasing Department (Bidhan)
4. Other Reports – SEC 11, SEC 12, SEC 14
5. Other Comments

BUSINESS OBJECTS WORKGROUP &
AGENCY SECURITY ADMINISTRATORS MEETING
JULY 17, 2008

SESSION NOTES

The following is a summary of the materials covered in the B.O. Workgroup meeting:

Meeting Format Changes

Based on previous email input from ASAs and the discussion during the meeting, we will combine the ASA general meeting and Business Objects workgroup. We will hold the meeting every other month (the next one will be in September, 2008). The meeting will be scheduled on Thursday mornings from 10:00 a.m. to 11:30 a.m. We will continue the roundtable format with a laptop and projector to display the materials we are discussing. However, at times we may need an additional meeting in the classroom setting. In the future, we will try to hold the meeting in the Michigan Room on the first floor of the Romney building.

Update on Accounting Consolidation

Dave Quigley will become the Accounting Services Director, effective July 28. As Accounting Services Director, Dave will be responsible for managing and coordinating accounting consolidation efforts. Dave comes from the management side of DMB where he served as the director of the Financial Services - Operations Division. He has over 20 years experiences in state and local government providing accounting, financial, and office services.

Updates on the Security Website

We have updated the BO Corporate Document Listing on the security website (http://www.michigan.gov/documents/budget/Business_Objects_201466_7.doc). This list shows all the published Corporate Documents available in the security universe. The reports highlighted in yellow are the ones still under construction and will become available sometime after 7/31/08. ASAs are encouraged to use these tools to assist with security monitoring of users in their agencies. Reports SEC 17, SEC 18, and SEC 20 may need a longer time to complete due to the technical issues.

C&PE Annual Access Review

The Contract and Payment Express annual access review is completed.

MIDB Statewide User Annual Certification

The 2008 MIDB Statewide User annual certification process has started. The certifications were handed to the ASAs during the meeting. For the absent ASAs, the certifications will be delivered via ID mail. The ASAs should have users review their current access, sign the form, and return the signed form to Cindy by August 18, 2008.

We now have a MIDB report that shows all users with statewide MIDB access. We will publish this report in the BO security universe as a corporate document. ASAs are

BUSINESS OBJECTS WORKGROUP &
AGENCY SECURITY ADMINISTRATORS MEETING
JULY 17, 2008

encouraged to use this report to monitor their agency's users with statewide access. Cindy will notify the ASAs when this report is made available.

The same report can be modified to show all users with MIDB access. Randy Huhn will work on making the report available to ASAs and Cindy will notify the ASAs when the report is available.

Updates on Business Objects

The old BO version will be officially dead on 7/18/08. ASAs are urged to save any reports they need in the new version.

ASAs will have the ability to reset BO passwords in the near future. Art anticipates completion of the transition within a couple of months.

We will make some changes to the current MIDB access request forms. Jane will distribute the draft forms when available.

Department of Corrections Regionalization Issues

Bidhan Redey updated us on the DOC's Regionalization. DOC is consolidating the business function in each prison into three regional business offices – one office covers all of the Upper Peninsular region; one covers the Southeast region (Detroit & Jackson area); and one covers the rest of the Lower Peninsular. The problem is that currently only the procurement staff at the business offices can print POs. POs are legal binding documents so DOC prefers not to give receivers the ability to print PO for security and accountability reasons. The solution settled on was to send copies of an MIDB query developed by Randy Huhn and Kevin Braithwaite to the receivers. They will have all necessary information in the query.

DEQ ADPICS Approval Path Issues

Jennifer Sarka from DEQ raised a question on how to set up security for two ADPICS users so they can initiate documents and approve the documents initiated by the other person but not themselves. Cindy asked if any ASAs had this issue before and how they solved it. Lorie Blundy indicated they have a similar situation in their agency and they have a solution. Cindy will contact Lorie after the meeting to discuss the details.

Business Objects Reports (see handout)

- **MAIN FACS: SEC25 (Clearaccess RACF07) - Users with multiple RACF IDs.** This report has 2 tabs. The first tab shows the multiple RACF IDs and assigned ADPICS Access. You can find the users with more than one ID and each ID's ADPICS user class, user level, and department. Then you can go to the second tab and look for the user. The list on the second tab shows you the users with more than one ID in either ADPICS or RSTARS. We recommend that ASAs run this report semi-annually to monitor the users with multiple IDs. If you find

BUSINESS OBJECTS WORKGROUP &
AGENCY SECURITY ADMINISTRATORS MEETING
JULY 17, 2008

the additional IDs are not needed for a certain user, please send us a request to remove them.

- **RSTARS: SEC29 (Clearaccess RSTARS08) - Summary of RSTARS Security.** This report provides us a very good summary of the users' RSTARS profile setting. ASAs should review the users' security privileges to determine if access is still appropriate for users' job functions. It is also very helpful for updating your security framework. We recommend ASAs run this report semi-annually.
- **ADPICS: SEC03 (Clearaccess ADPICS07) - Initiating Dept Appr Paths.** This report shows you the approval paths for each department and each Doc/Doc Type. ASAs should verify appropriate approval paths have been set up for each active ADPICS purchasing department and for every critical Doc/Doc Type assigned to users. It is also very helpful for updating your security framework. We recommend ASAs run this report semi-annually.
- **ADPICS: SEC13 (Clearaccess ADPICS06) - ADPICS Approval Paths by Purchasing Department.** This report is another tool for monitoring approval paths and is frequently used by Department of Corrections. It provides a quick summary of approval paths for the agency. The number in the chart indicates how many approval paths were set up for the Doc/Doc Type for the purchasing department. If it is blank, then no approval path was set up. This report is also very helpful for updating your security framework. We recommend ASAs run this report semi-annually.
- **SEC 11 – Users with Exception Processing Capabilities.** This report shows all the users in your agency who have user class 11 in ADPICS and also have Doc/Doc Type "IV/IV". This high risk situation requires that the agency submit an incompatible memo for each user with this access. This report is also very helpful for updating your security framework. We recommend ASAs run this report monthly. Additional analysis is needed on this query by OFM.
- **SEC 12 – Voucher Exception Report.** This report shows you the vouchers paid through exception process. ASAs should check these vouchers and pay special attention to the vouchers with big differences in amount or percentage. We recommend ASAs run this report monthly.
- **SEC 14 – Docs Initiated and Authorized by the Same Employee.** This report shows the documents initiated and authorized by the same employee. You can see the Doc Number, user ID, User Name, and Action Date. ASA should modify user security and/or approval paths to prevent this from occurring again or implement compensating internal controls to offset the risks involved with these types of situations. We recommend ASAs run this report monthly.

Other Comments

Again, we welcome comments/suggestions/feedback from ASAs. Please feel free to email or call Jane Paxton or Cindy Liu.